

CLINIC SERVICES COORDINATOR

DEFINITION:

Under general direction, to coordinate and negotiate between public health center managers, program managers, clinicians, and community health services administration, and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

The Clinic Services Coordinator is a management class allocated only to the Health and Human Services Agency (HHS). Positions in this class are responsible for the coordination of clinical activities supporting the delivery of public health services. This class differs from the administrative classes in that it requires specialized experience and capabilities in the area of clinical health services delivery in addition to administrative experience.

EXAMPLES OF DUTIES:

Coordinates and negotiates allocation of resources and clinical staff with division chiefs, program managers, and public health center managers; reviews, analyzes, and recommends adjustments to clinic services based on community need; identifies problems with clinic services and develops methods to resolve those problems; develops clinic programs and clinic services designed to meet specific community needs; develops and maintains quality assurance standards and protocols for clinical services; assists in developing and monitoring program clinic budgets; coordinates all clinic and clinician scheduling; participates in clinic services policy formation and goal setting; coordinates outreach for clinic services with community based organizations and other agencies; identifies funding sources including grant writing; and plans, assigns, and evaluates work of subordinates.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Public health clinic management theory and practices.
- Principles of public health program planning, implementation, and administration.
- Public health principles and theory.
- Federal, state, and local legislation related to health care delivery.
- Federal, state, and local government public health care organization.

General Knowledge of:

- Principles of public health fiscal management.
- County government budgeting principles and practices.
- County structure and functions as they relate to public health.
- Principles and practices of supervision and personnel management.
- Principles of preventive community health care, health promotion, and disease prevention.
- Principles of funding resource development and grant proposal writing in the public health care field.
- Methods and techniques used in collecting, compiling, analyzing, and evaluating data pertaining to public health services.
- The General Management System in principle and in practice.

MINIMUM QUALIFICATIONS:**Skills and Abilities to:**

- Plan, organize, and coordinate a complex health care delivery system.
- Communicate effectively orally and in writing.
- Work effectively with various levels of County management in order to coordinate clinical activities.
- Plan, organize, and prioritize work.

EDUCATION/EXPERIENCE:

Education, training, or experience, which clearly demonstrate the knowledge, skills and abilities stated above. An example of qualifying education/experience is:

A bachelor's degree from an accredited college or university with preparation in a health related field, such as nursing or health care administration; AND, at least three (3) years in an administrative and/or supervisory position. Experience in public health and in clinic management is highly preferred.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**License:**

Valid California Class C driver's license or the ability to arrange necessary transportation for field travel is required by time of appointment. Employees in this class may be required to use their personal vehicle.

Working Conditions:

Frequent field travel to clinic sites. Contact with communicable diseases. Some lifting of materials may be required.

Background:

Applicants must have a reputation for honesty and trustworthiness. Convictions, depending on the type, number, and recency, may be disqualifying. Prior to appointment, candidates offered employment will be subject to a limited security clearance investigation performed by the Health and Human Services Agency (HHSa).

